

<p align="center">STATE OF VERMONT Agency of Administration</p>		
<p align="center">POLICY MANUAL IRMAC INFORMATION RESOURCE MANAGEMENT ADVISORY COUNCIL</p>	<p align="center">ORIGINAL POLICY ADOPTED BY IRMAC</p>	<p align="center">ORIGINAL POLICY NUMBER</p>
	<p align="center">DATE: 05/11/98</p>	
	<p align="center">EFFECTIVE DATE</p> <p align="center">05/11/98</p>	<p align="center">IDENTIFIER</p>

STATUTORY REFERENCE OR
OTHER AUTHORITY: **IRMAC Resolution**

APPROVAL DATE:

APPROVED BY:

POLICY TITLE: **E-mail Addressing Convention**

POLICY STATEMENT:

- 1) The e-mail addressing convention for state government shall be firstname.lastname@state.vt.us. For example, john.doe@state.vt.us or jane.smith@state.vt.us.

- 2) The convention for breaking the tie for duplicate names is firstname.middleinitial.lastname. For example, john.a.doe@state.vt.us.

- 1) All names must be registered with the e-mail administrator in the GOVnet division of the CIO=s office.

- 4) This convention in no way precludes an agency or department from also adopting an agency naming convention or specific domain name. For example, johnd@aot.state.vt.us.

PURPOSE/COMMENT: The intention of this policy is to provide a standardized platform for state government e-mail addresses such that both internal and external e-mail users will know the address of nearly every state employee if the state naming convention is known to them.

FINAL
